

BASIC

8 1 JUL 1972

MEMORANDUM FOR: Office of Communications  
Office of Finance  
Office of Logistics  
Office of Medical Services  
Office of Personnel  
✓ Office of Security  
Office of Training  
DD/S Planning Officer  
Information Processing Branch, SSS


SUBJECT : Management Review and Improvement Program,  
Section V, Management of Federal Reports

1. Attached is a memorandum for the record dated 1 December 1970 summarizing the DD/S contribution to the OMB study on improving federal reporting and reduction of related paperwork.

2. You may find the memorandum and attachments thereto helpful in completing Section V (Management of Federal Reports) of your office's input to the OMB Management Review and Improvement Program (see DD/S 72-2741 dated 12 July 1972).

3. Tab A to the 1 December 1970 memorandum presents a statistical summary of DD/S offices reports inventories as of 15 October 1970. Tab B to the 1 December 1970 memorandum summarizes by office the reports reduction savings reported to OMB in June 1971. In the event you have not maintained current inventories of your reports, it is suggested that the dollar base for the 1 July 1971 reports cost (required in Section V of the current OMB report) be the figures shown in Tab A less those in Tab B.

4. To simplify reporting within the DD/S, the Support Services Staff will prepare a consolidated DD/S report on all computer produced reports. Therefore DD/S office heads need only include data on manual reports in your individual office presentations.

  
Chief, Support Services Staff

STAT

Attachments

x 2 1'